

The International Computer Driving License – United States

ICDL - US

DANTES Test Centers' Authorization

ICDL-US (the International Computer Driving License – United States) authorizes military installations with DANTES test centers to administer the ICDL-US Certification exam.

Background

ICDL-US is the internationally recognized global leader for measuring fundamental end-user computer skills and providing certification for those candidates who successfully pass the certification exam. The ICDL program is overseen by the not-for-profit EDCL Foundation that monitors the development and delivery of the certification program.

ICDL-US is the licensee for the ICDL in the United States of America. Over five million people are participating in the ICDL program, in 138 countries worldwide. The program offers one certification by means of seven assessments in Basic Computer Concepts of Information Technology, Computer Use and File Management, Word Processing, Spreadsheets, Databases, Presentations, and Information and Communication (Internet and E-mail).

ICDL was created to help individuals become more competent with computer use, increasing their productivity at work, school, and home. ICDL certification provides evidence to employers that a job applicant or employee has the skills required to be a productive person in today's digital world.

Address

ICDL-US
354 Pequot Avenue
Southport, Connecticut
06890

Phone: (203) 319-9934
Fax: (203) 319-1182

E-mail: Info@ICDLUS.com
Website: www.ICDLUS.com

Description

ICDL-US Certification Exams

To become certified by the ICDL-US, candidates must pass seven tests, for seven separate modules. All tests are proctored:

- Basic Concepts of Informational Technology
 - Computer Use and File Management
 - Word Processing
 - Spreadsheets
 - Databases
 - Presentations
 - Information and Communication (Internet and Email)
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Eligibility Requirements

There are no pre-requisites or requirements to take the ICDL-US certification module tests.

ICDL Exam Structure

For ICDL-US Certification, the examinee must pass all seven module exams. Each examination consists of 36 questions to be completed in 45 minutes.

Module 1. Basic Concepts of Information Technology Competencies

The competencies measured by this examination and the extent to which they are represented in the examination are:

Competency	Percent
• General Hardware, Software, Information Technology	8
• Hardware	16
• Software	10
• Information Networks	16
• The Use of IT in Everyday Life	18
• Health and Safety Environment	10
• Security	14
• Copyright and the Law	8

**Module 2.
Computer Use
and File
Management
Competencies**

The competencies measured by this examination and the extent to which they are represented in the examination are:

Competency	Percent
• Computer Environment	25
• Desktop	12
• Managing Files	43
• Viruses	11
• Print Management	9

**Module 3.
Word
Processing
Competencies**

The competencies measured by this examination and the extent to which they are represented in the examination are:

Competency	Percent
• Using the Application	20
• Main Operations	14
• Formatting	34
• Objects	18
• Mail Merge	6
• Prepare Outputs	8

**Module 4.
Spreadsheets
Competencies**

The competencies measured by this examination and the extent to which they are represented in the examination are:

Competency	Percent
• Using the Application	19
• Cells	23
• Worksheets	7
• Formulas and Functioning	7
• Formatting	19
• Charts/Graphs	10
• Prepare Outputs	15

**Module 5.
Database
Competencies**

The competencies measured by this examination and the extent to which they are represented in the examination are:

Competency	Percent
• Using the Application	22
• Tables	30
• Forms	11
• Retrieving Information	17
• Reports	11
• Prepare Outputs	9

**Module 6.
Presentation
Competencies**

The competencies measured by this examination and the extent to which they are represented in the examination are:

Competency	Percent
• Using the Application	18
• Developing a Presentation	15
• Text and Images	25
• Charts/Graphs, Drawn Objects	26
• Slide Show Effects	3
• Prepare Outputs	13

**Module 7.
Information and
Communication
Competencies**

The competencies measured by this examination and the extent to which they are represented in the examination are:

Competency	Percent
• The Internet	22
• Web Navigation	10
• Web Searching	11
• Electronic Mail	16
• Messaging	20
• Mail Management	19

How to Register to Take an ICDL-US Test.

Register to take an ICDL-US test at an authorized DANTES test center.

Step 1.	Make certain the DANTES office has filed a TO Application with ICDL-US.
Step 2.	TCOs will order the ICDL exams and administer according to agency instructions. For questions, contact Info@ICDLUS.com , or call 203-319-9934.

Register to take an ICDL-US test at an authorized CompUSA test center.

Step 1.	ICDL-US tests are administered at CompUSA test centers. Find a location by going to the ICDL-US website, www2.icdlus.com , and click on training and testing centers.
Step 2.	Go take your ICDL exams at the location where you registered. For questions, contact Info@ICDLUS.com , or call 203-319-9934.

Administration

TCOs must include the DANTES ID number in a letter on official stationary indicating their agreement to administer the ICDL module exams.

ICDL-US authorizes DANTES TCOs on military installations to administer the exams on demand, providing:

- DANTES proctor has completed an ICDL-US test administrator's training program.
 - All tests are kept secure.
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Scoring

Web based tests are scored quickly and results may be viewed on-line shortly after taking the test. Candidates who pass the test are sent a congratulatory e-mail message.

Certification Fees

Certification Fees The fee for the certification exam for active military personnel is:

Examination	Fee
ICDL Certification, includes all seven tests	\$85.
ICDL Certification, including all seven tests and E-Learning Resource	\$100.
ICDL Certification including all seven tests and full Study Texts	\$140
ICDL Certification including all seven tests, E-Learning Resources, and full Study Texts	\$179.

Each ICDL-US module contains one test. There are seven modules and seven tests. There is a \$10 administration fee per test taken at a CompUSA. These fees are in addition to the Examination fees described in the box above.

Civilian Administration	DANTES test centers may administer the ICDL-US examinations to the following civilians on an unfunded (examinee pays) and space available basis according to local command policy and Service regulations. Civilians may register for ICDL-US tests at the ICDL-US website,
	Retired Military Personnel
	Military Family Members
	Veterans
	U.S. Federal Employees

Cancellation and Refund Policy

Cancellation & Refunds Test registration is valid for two calendar years and expires after that period. No refunds once the certification process has begun. There will be no extensions.

Recertification

Maintenance Requirements

Because information technology is constantly changing, the syllabus that form the ICDL-US tests are updated regularly, at least every three years. Currently, Syllabus 4 (released in 2005) is the most current syllabus. Once certified by ICDL-US, the applicant is certified for life for the Syllabus that is in effect at that date. However, when the new syllabus is launched, the candidate may want to update his/her certification by taking the tests once again. Updating a certification is left to the discretion of the candidate.

Problems

Problems

If information pertaining to the examination is not received in a timely manner or if you have questions, please contact Support@ICDLUS.com.

Certification Retake Policy

Retake Policy

ICDL-US candidates may take two free re-tests of any of the seven ICDL-US module exams. No waiting period is required between first taking the exam and taking the exam for a second time.

However, if a candidate uses both free re-test options, s/he must pay \$20 per module re-test thereafter.

Examination Preparation

Study Options Prospective candidates are encouraged to use ICDL-US Quick Study Guides that are provided free with each registration. ICDL-US offers E-Learning courseware and study texts for candidates which are recommended for all candidates for certification.

ICDL-US also offers free practice tests for each module. Practice tests provide feedback to the test taker with regard to his/her preparedness for taking the actual test. It is highly recommended that candidates successfully pass a practice test before taking the actual certification test.

Security

Test Loss or Compromise Refer to Part I of the *DANTES Examination Program Handbook (DEPH)* for complete instructions if there is an ICDL-US test loss or compromise.

Contact DANTES immediately and refer to specific Service regulations for complete instructions if there is an ICDL-US test loss or compromise. DANTES address is:

**DANTES
Code 20F
6490 Saufley Field Road
Pensacola, FL 32509-5243**

**Phone: (850) 452-1360
DSN: 922-1360
Fax: (850) 452-1161**

Approved for Veterans Reimbursement

MGIB Reimbursement Eligible veterans may obtain reimbursement from the Department of Veterans Affairs for the cost of taking ICDL-US examinations. Additional information about this program may be found on the VA's website at:
www.gibill.va.gov/education.

Official Source of Information

**ICDL-US
Certification
Examination**

The ICDL-US website is the official source of data about the ICDL-US certification examinations, which can be found at www.ICDLUS.com.

Web Pages and E-mail Address

**DANTES Web
Address**

Access the DANTES web pages at <http://www.dantes.doded.mil>.

**ICDL-US Web
Address**

Access the ICDLUS web page at <http://www2.icldus.com> .

**DANTES E-
mail address**

The DANTES Certification Program E-mail address is certprog@voled.doded.mil.
